

WEST LAFAYETTE POLICE MERIT COMMISSION  
MINUTES  
May 14, 2007

The West Lafayette Police Merit Commission met in regular session at City Hall Council Chambers on May 14, 2007 at 7:30 pm. In compliance with the Indiana Open Door Law, notice of this regular meeting was sent to the press and posted. Copies of the meeting agenda and unapproved minutes of the April 9, 2007 Regular Meeting were available at a table adjacent to the entrance to the Council Chambers, as well as copies of the 2007 regularly scheduled meetings.

Police Merit Commission President Polles called the meeting to order and presided.

The Pledge of Allegiance was repeated.

PRESENT: Commissioners Don Corrigan, John Polles and Joel Weber.

ABSENT: Commissioners Larry Leverenz and Virginia Nead.

ALSO PRESENT: Commission Counsel Williams, Chief Marvin, and one member of the Police Department. No members of the public or the media were present.

APPROVAL OF MINUTES

A. Commissioner Corrigan moved "approval of the 9 April 2007 minutes." The motion was unanimously adopted.

OLD BUSINESS

A. Commission President Polles reported that during the last regular meeting there was discussion of the written promotional examination and associated oral competitive interviews. After additional discussion, Commissioner Weber moved to "revise Article V. D. (1) Written Competitive Promotional Examinations to read, "(1) Written Exam. A written competitive promotional examination shall be given to those eligible members seeking to be promoted to the rank of Sergeant, Lieutenant, or Captain. The exam shall take place at least annually. The results of the exam are valid for two (2) years from the date of the examination for the purpose of promotion. Members may take the exam annually, the most recent result shall be used for promotion purposes. The Commission shall notify the members of the ... (remainder of this section unchanged.)"

Revise Article V. C. Eligibility List to read, "When a vacancy occurs, the Commission shall establish an eligibility list for promotion. The eligibility list for a position consists of members who have taken a written competitive promotional examination within the last two (2) years and who have been placed on the list in the order of their cumulative score on all rating factors. (remainder of the section unchanged.)"

Revise Article V. B. (1) to read, “a) Thirty percent (30%) for a written competitive promotional examination, based upon the results of a written promotional examination administered within the past two (2) years;

b) Forty percent (40%) for the average of the last 6 performance ratings prior to the vacancy;

c) Ten percent (10%) for length of service calculated to the date the vacancy occurs;

d) Twenty percent (20%) for the oral competitive interview administered when there is a vacancy.””

After further discussion, Commission President Polles moved to amend Article V.B.(1)a) by inserting the words “most recent” prior to the word “results,” so that this section would now read, “a) Thirty percent (30%) for a written competitive promotional examination, based upon the most recent results of a written promotional examination administered within the past two (2) years;.”

The amendment to the motion was unanimously adopted. The motion to amend Article V was unanimously adopted.

- B. Commission President Polles reported that he was remiss in getting copies of letters signed by the Commission President on behalf of the Commission to fellow Commissioners. He would obtain the prepared packets of sample letters from the Human Resource Office and distribute them to Commissioners on Thursday, May 17<sup>th</sup> when the Commission will be meeting in Executive Session to interview prospective applicants.
- C. Commission President Polles provided an update on the current applicant cycle. 115 people submitted a pre-application, with 38 of these showing up to take the physical agility test. 2 more arrived late for testing. Those who arrived late were advised they could apply again and participate in the next applicant testing cycle. 31 people passed the physical agility test. 25 people passed the aptitude test. 2 people were not invited to the Police Review Board interview because of information in their application or an incomplete application. 2 people did not show up for the Police Review Board Interview. There are 21 candidates to be interviewed by the Commission on May 17<sup>th</sup> and 18<sup>th</sup>. Application packages will be available for Commissioners to pick up on Tuesday, May 15<sup>th</sup> at the Human Resources Office.

#### NEW BUSINESS

- A. Based on questions from Human Resources during this application cycle, Commissioner Weber reported that some clarification is needed in Article II, Member Appointment. After discussion, Commissioner Weber moved to “revise Article II.A.(5)b) on page II-2 to read, “a copy of high school diploma or G.E.D. certificate or high school transcript showing graduation.”

Revise Article II.A.(5)c) on page II-2 to read: “copy of military Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable;”

Revise Article II.B.(6)b) on page II-3 to read, “honorably completed 2 years of active service in the U.S. Military and received an Honorable Discharge or General Discharge (Under Honorable Conditions); or”

Revise Article II.B.(5) on page II-3 to read, “High School Graduate. An applicant must be a graduate of a duly accredited high school or have received a G.E.D. certificate.”

Delete Article II.B.(5)a) on page II-3 in its entirety.”

The motion was unanimously adopted.

- B. Commissioner Weber reported that Deputy Chief Walker had extensively researched the awards system of 5 other police agencies. His research has been incorporated into a draft revision to Article VI – Merit Awards. Commissioners were asked to review this draft revision and that it would be discussed at the next regular meeting.
- C. Commission President Polles reported he had received an E-mail from Chief Marvin reporting that the Department had received a “Law Enforcement Partnership Award” from the U.S. Attorney’s Office for the Northern District of Indiana.

#### ITEMS FROM THE FLOOR

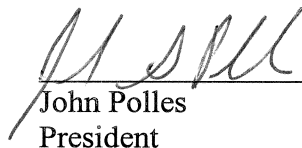
None.

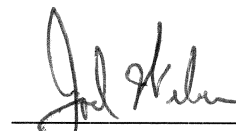
#### PUBLIC COMMENTS

None.

#### ADJOURNMENT

The meeting adjourned at 8:22 pm.

  
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John Polles  
President

  
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Joel Weber  
Secretary

WEST LAFAYETTE POLICE MERIT COMMISSION  
Meeting Agenda, 14 May 2007  
7:30 P.M., Council Chambers, City Hall

**Opening**

Pledge of Allegiance  
Roll Call  
Approval of Minutes for Meeting on 9 April 2007

**Old Business**

Proposed changes to Article V of WLPMC R&R concerning written exams and eligibility lists for promotion (Commissioner Weber)  
Copies of letters signed by the Commission President on Commission letterhead (Commissioner Polles)  
Update on current applicant cycle (Polles)

**New Business**

Proposed change to Article II of WLPMC R&R concerning application process and eligibility requirements (Polles)  
Proposed re-write of Article VI of WLPMC R&R concerning merit awards (Weber)

**Items from the Floor**

**Public Comments**

**Adjournment**